

# Instructions for Completing the Excel Version of the Application Form for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 Funds

Section 20440, Appendix 1





## APPLICATION FORM

### CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

*The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:*

#### APPLICATION FORM INSTRUCTIONS:

-  Limit comments throughout the entire form to the space provided unless otherwise stated.
-  Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.
-  Attachments shall not be accepted unless required by regulation or called for in the application form.
-  Applicants shall submit a completed Application Form and six additional copies of the form.

(See section 20440 for complete application submittal requirements)

## PROJECT IDENTIFICATION

1. Official Name of Project: > Highland Branch Library and Environmental Learning Center

2. Type of Applicant Jurisdiction: > (Check one only)

City: ☒

County: ☐

City/County: ☐

District: ☐

3. Grant Applicant Name: > City of Highland

*Legal name of jurisdiction that will own building*

*(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)*

4. Authorized Official of the Applicant Jurisdiction: > Larry Brown

*Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application*

Title: > Mayor

Phone: > (909) 864-6861

E-mail: > [highland@eee.org](mailto:highland@eee.org)

Address: > 27215 East Base Line

Highland, CA 92346

5. Project Coordinator: > Joseph Hughes

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*Name of individual who will have administrative control over the project for the applicant local jurisdiction*

Title: > Assitant City Manager Phone: > (909) 864-6861  
E-mail: > [joe\\_hughes@eee.org](mailto:joe_hughes@eee.org)  
Address: > 27215 East Base Line  
Highland, CA 92346

**6. Alternate Project Contact Person:** > Rick Hartmann

*If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.*

Title: > Community Development Director Phone: > (909) 864-6861, ext. 213  
E-mail: > [rick\\_hartmann@eee.org](mailto:rick_hartmann@eee.org)  
Address: > 27215 East Base Line  
Highland, CA 92346

**7. Head of Planning Department:** > Steve Walker

*(For the applicant jurisdiction, if applicable. Special Districts are exempt.)*

Title: > City Planner Phone: > (909) 864-6861, ext.215  
E-mail: > [steve\\_walker@eee.org](mailto:steve_walker@eee.org)  
Address: > 27215 East Base Line  
Highland, CA 92346

**8. Head of Public Works or General Services Department:** > Ernie Wong

*If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.*

Title: > City Engineer/Public Works Director Phone: > (909) 864-6861, ext. 212  
E-mail: > [ernie\\_wong@eee.org](mailto:ernie_wong@eee.org)  
Address: > 27215 East Base Line  
Highland, CA 92346

**9. Operating Library Jurisdiction:** > San Bernardino County Library

*Legal name of library that will operate the public library.*

**10. Library Director Name:** > Ed Kieczkowski

*Public library director for the library jurisdiction that will operate the public library.*

Title: > County Librarian Phone: > (909) 987-5721  
E-mail: > [ekieczkowski@lib.sbcounty.gov](mailto:ekieczkowski@lib.sbcounty.gov)  
Address: > 104 West Fourth Street  
San Bernardino, CA 92415-0035

**11. Alternate Library Contact Person:** > Patricia Laudisio

*If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.*

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Title: > Library Facilities Manager Phone: > (909) 387-5795  
E-mail: > [plaudsio@lib.co.san-bernardino.ca.us](mailto:plaudsio@lib.co.san-bernardino.ca.us)  
Address: > 104 West Fourth Street  
San Bernardino, CA 92415-0035

**12. Library Building Program Consultant:** > N/A  
*(If applicable)*

Title: > \_\_\_\_\_ Phone: > \_\_\_\_\_  
E-mail: > \_\_\_\_\_  
Address: > \_\_\_\_\_  
\_\_\_\_\_

**13. Technology Planning Consultant** > George Fedor  
*(If applicable)*

Title: > Automation Coordinator Phone: > (909)387-5682  
E-mail: > [gfedor@lib.co.san-bernardino.ca.us](mailto:gfedor@lib.co.san-bernardino.ca.us)  
Address: > 104 West Fourth Street  
San Bernardino, CA 92415-0035

**14. Project Architect:** > Camille Pulliam Acton License # > C24181  
*Providing construction budget estimate and/or conceptual plans.*

Title: > Owner Phone: > (909) 925-2504  
E-mail: > [cacton@stkinc.com](mailto:cacton@stkinc.com)  
Address: > 2575 South San Jacinto Ave  
San Jacinto, CA 92583

**15. Project Manager:** > Paul Frick  
*(If applicable)*

Title: > Project Manager Phone: > (909) 925-2504  
E-mail: > [pfrick@stkinc.com](mailto:pfrick@stkinc.com)  
Address: > 2575 South San Jacinto Ave  
San Jacinto, CA 92583

**16. Construction Manager:** > Camille Pulliam Acton  
*(If applicable)*

Title: > Project Architect/Owner Phone: > (909) 925-2504  
E-mail: > [cacton@stkinc.com](mailto:cacton@stkinc.com)  
Address: > 2575 South San Jacinto Ave  
San Jacinto, CA 92583

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17. Construction Cost Estimator: > Paul Frick

(If applicable)

Title: > Project Manager

Phone: > (909) 925-2504

E-mail: > [pfrick@stkinc.com](mailto:pfrick@stkinc.com)

Address: > 2575 South San Jacinto Ave

San Jacinto, CA 92583

18. Hazardous Materials Consultant: > N/A

(If applicable)

Title: >

Phone: >

E-mail: >

Address: >

19. Project Interior Designer: > N/A

(If applicable)

Title: >

Phone: >

E-mail: >

Address: >

## TYPE OF PROJECT

### New Public Library Building

1. Construction of a New Public Library Building
2. Conversion of an Existing Building into a New Public Library Building
3. Conversion and Expansion of an Existing Building into a New Public Library

#### Gross Total Project Square Footage

> 30,016 SF

> 0 SF

> SF

(Include both new & remodeled square footage.)

#### Gross Square Footage

Remodeling: > 0 SF

Expansion: > 0 SF

#### Priority:

☒ First Priority "Joint Use"

☒ Co-Location Joint Use

☒ Joint Venture Joint Use

☒ Computer Center

☒ Family Literacy Center

☒ Homework Center

☒ Shared Electronic/Telecommunications

☒ Subject Specialty Center

☒ Career Center

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<input type="checkbox"/> Other similar collaborative library services with direct benefit to K-12 students Specify: > _____
<input type="checkbox"/> <u>Second Priority "All Others"</u>

## Existing Public Library Building

### 4. Remodeling an Existing Public Library Building

### 5. Remodeling and Expansion of an Existing Public Library Building

#### Gross Total Project Square Footage

> \_\_\_\_\_ 0 SF

> \_\_\_\_\_ SF

(Include both new & remodeled square footage.)

	<u>Gross Square Footage</u>
→ Remodeling: > _____	0 SF
→ Expansion: > _____	0 SF

#### ☐ First Priority

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps)

Name of Public School: > \_\_\_\_\_

#### ☐ Second Priority "All Others"

## Field Act Applicability (Joint use projects only)

6. Is the project subject to the Field Act? > 

YES	<input checked="" type="radio"/>	NO	<input type="radio"/>
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## Multipurpose Buildings (Multipurpose Building Projects Only)

Is the project a Multipurpose Building? > 

YES	<input type="radio"/>	NO	<input checked="" type="radio"/>
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(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

## Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%
1. Dedicated to Public Library Use (Including Public Library / School Library Use, if Joint Use Project)	> _____ SF	0
Line 1 SF divided by (Line 1 SF + Line 3 SF)		

### 2. Dedicated to "Other" Uses SQ FT

A. Specify > \_\_\_\_\_ SF

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B. Specify > \_\_\_\_\_ SF

C. Specify > \_\_\_\_\_ SF

D. Specify > \_\_\_\_\_ SF

E. Specify > \_\_\_\_\_ SF

F. Specify > \_\_\_\_\_ SF

G. Specify > \_\_\_\_\_ SF

H. Specify > \_\_\_\_\_ SF

3. Subtotal: Dedicated to "Other" Uses >  $\frac{0}{\text{Add Lines 2A SF thru 2H SF}}$  SF  $\frac{0}{\text{Line 3 SF divided by (Line 1 SF + Line 3 SF)}}$

## 4. Common Areas<sup>1</sup>

5. Subtotal: Total of Common Areas<sup>1</sup> > \_\_\_\_\_ SF  
*Must equal Line 6 SF + Line 7 SF*

6. Public Library Pro Rata Share of Common Areas<sup>1</sup> >  $\frac{\text{SQ FT}}{0}$  SF  
*Line 5 SF x % in Line 1*

7. "Other" Uses Pro Rata Share of Common Areas<sup>1</sup> >  $\frac{0}{\text{Line 5 SF x % in Line 3}}$  SF

8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE >  $\frac{0}{\text{Add Lines 1SF, 3 SF, \& 5 SF}}$  SF

9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE >  $\frac{0}{\text{Line 1 SF + Line 6 SF}}$  SF

<sup>1</sup> "Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.

## PROJECT PLANNING INFORMATION

### Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

- (a) Within the official boundaries of the applicant jurisdiction, and

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- (b) Within the service area of the proposed project, but
- (c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

## All Projects:

1. **Public library project's service area 1980 population:** > 23,073
2. Source: > 1980 U.S. Census Tract Analysis
3. **Population Percentage Change from 1980 to 2000:** > 93%
4. **Public library project's service area 2000 population:** > 44,605
5. Source: > 2000 U.S. Census
6. **Population Percentage Change from 2000 to 2020:** > 59%
7. **Public library project's service area 2020 population:** > 70,751
8. Source: > www.scag.ca.gov. Data & Information Center / 2001 RTP Projections

## Joint Use Projects (Both Co-location & Joint Venture Projects):

9. **Project's public school attendance area(s) 1980 student population:** > 1,670
10. Source: > Mike Perez, Director, Facilities Planning & Development, SBCUSD
11. **Population Percentage Change from 1980 to 2000:** > 105%
12. **Project's public school attendance area(s) 2000 student population:** > 3,431
13. Source: > Mike Perez, Director, Facilities Planning & Development, SBCUSD
14. **Population Percentage Change from 2000 to 2020:** > 50%
15. **Project's public school attendance area(s) 2020 student population:** > 5,147
16. Source: > Mike Perez, Director, Facilities Planning & Development, SBCUSD

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**Existing Library Facility Square Footage**

**Existing Public Library:**

1. The current gross square footage of the existing public library(s) being replaced is:

> 10,104 SF  
*If no existing public library facility, enter "0."*

**Existing School Library: (Co-located Projects Only)**

2. The current gross square footage of the existing school library(s) being replaced is:

> 1,080 SF  
*If no existing school library facility, enter "0."*

**Library Facilities Master Plan**

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

Per the approved Facility Master Plan for 2001-2021, replacement of the Highland Library is a Tier 1 First Priority Project. The current 10,000 square-foot library, built in 1975, serves a current population of 44,605 with a collection of 67,160 items, or 1.51 average per capita. There are 72 reader spaces, a tiny conference area seating 8, and a computer lab (formerly the multi-purpose meeting room) seating 16. With an average circulation of 3.3 per capita, the library ranks 6th in size, 9th in circulation, 7th in gate count, and 4th in total items, among the County's 28 branches. With a build-out population of 91,353 by 2021, an increase of 106.8%, the library will be significantly impacted.

A copy of the County Library Facilities Master Plan is attached as part of the LIBRIS Building Program, as required.

From the perspective of the City of Highland, this project is first priority, due to the time constraints associated with the matching funds, which must be expended by March 30, 2004. For this reason, this project is submitted for first round funding. Failure to achieve first round funding will result in the project not being built as submitted.



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## Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

### All Projects

1. When was the existing public library building(s) that will be replaced or improved built?      **>**      1975      Year  
*If no existing public library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

### Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built?      **>**      1951      Year  
*If no existing school library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

## Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

### All Projects

3. When was the most recent structural<sup>1</sup> renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project?

**>**      1975      Year  
*If no existing public library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

### Co-Located Projects Only

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In addition to the information listed above:

4. When was the most recent structural<sup>1</sup> renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project?

> 1994 Year  
If no existing school library facility, enter "N / A"

If proposed project will replace more than one building, list the oldest of the buildings.

<sup>1</sup> Pertaining to the load bearing elements of the building

## SITE INFORMATION

### Ownership and Availability

#### Site

1. Is the library site currently owned by the applicant? Yes ☒ No ☐
2. Will the library site be owned by the applicant? Yes ☒ No ☐
3. Will the library site be leased by the applicant? Yes ☐ No ☒
4. If the library site will be leased, provide the name of the owner: > N/A
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ☐ No ☒  
[See Education Code section 19995(c)]
6. Is the site currently dedicated to the operation of a public library? Yes ☐ No ☒

#### Building (For Conversion Projects Only)

7. Is the building to be converted currently owned by the applicant? Yes ☐ No ☐
8. Will the building be owned by the applicant? Yes ☐ No ☐

### Title Considerations

#### Site

9. Are there any exceptions to marketable record title? Yes ☒ No ☐

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## **Building** *(For Conversion Projects Only)*

10. Are there any exceptions to marketable record title?

Yes ☐ No ☐

## **Appraisal**

*(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)*

### **Site**

11. What is the appraised value of the library site?  
(or library portion of site, if multipurpose project)

> \$ 156,400

12. Does the appraiser have a State Certified General Real Estate Appraiser's License?

Yes ☒ No ☐

### **Building** *(For Conversion Projects Only)*

13. What is the appraised value of the building?  
(or library portion of site, if multipurpose project)

> \$ 0

14. Does the appraiser have a State Certified General Real Estate Appraiser's License?

Yes ☐ No ☐

## **Site Use Potential**

### **Accessibility**

Describe the accessibility of the proposed site for the residents in the library service area:

### **Equal Access**

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The proposed site is part of a 30-acre site owned by the city. It is being developed as part of a Community Development effort as a multi-purpose complex consisting of a Community Center, Library and Environmental Learning Center, Community Park, Community Sports Fields, Affordable Single-Family Housing, and a City Corporate Yard. More than 90% of the city's population is located within a 3-mile radius of the proposed site. Future development and expansion occurring on the east side of the city will still result in 90% of the population located within 4 miles of the proposed site at build-out. The site is less than 1 mile from freeway access, and is easily accessible from 4 major east-west arterial streets, and 4 major north-south arterial streets. Major retail areas lie within the 3-mile radius. The city boundaries form a long, narrow city, running east-west. To the north lies the natural barrier of the San Bernardino Mountains. To the south lies the Santa Ana River drainage complex. Here, the confluence of the North and South Forks of the Santa Ana River are fed by City Creek and Mill Creek, forming a broad natural barrier along the southern and eastern edge of the city, ending at the new Seven Oaks Dam. Along the southern and western edge, San Bernardino International Airport and Industrial Complex form an artificial barrier. The site selected, which also sits within a Redevelopment Area known as the Neighborhood Initiative Project, was strategically selected for its equidistant geocentricity to the maximum library service area, including those large pockets of residential areas belonging to the neighboring urban City of San Bernardino, and who are geographically closer to the Highland County Library than to their own city library. These areas were jerrymandered for tax base purposes during the city incorporation process, and are planned to be annexed as circumstances permit.

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permit.



**Number of public transit stops located within 1/4 mile of site: > 2**

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Omnitrans operates 12 routes that connect all areas of the San Bernardino valley. There are two bus stops at 9th Street and Central Avenue, within 1/4 mile of the proposed library site. Omnitrans has agreed to add a stop between the Community Center and Library facility. These stops connect to all lines, enabling any resident in the larger valley area to access the proposed site by public transit.

## Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

Crosswalks, four-way stop signs, sidewalks and planned park area pathways and bicycle paths provide a variety of safe pedestrian and bicycle access to the proposed site. Local zoning requires 9 bicycle parking accommodations; the plans call for 12 secure, covered bicycle rack spaces near the front entrance.

The City's bicycle rack standards are within Section 10.470 (Transportation Control Measures) of Title 16 (Development Code), which requires one bicycle rack per every 30 parking spaces (i.e., 269 spaces for the Library/ELC equals 9 racks).

This standard is consistent with the 1991 South Coast Air Quality Management Plan and the 1992 Federal Attainment Plan for Carbon Monoxide.

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## Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

Access to the site is from Central Street, a north-south sub-arterial 2-lane road connecting the 4 major east-west arterial routes (Highland Avenue, Baseline, 9th Street and 5th Street). 5th Street, just south of the proposed site, is the main east-west corridor for traffic between downtown San Bernardino and the master-planned new residential area of East Highland. 5th Street connects to the State Route 30 Crosstown Freeway within a mile of the proposed site, allowing easy site accessibility by freeway for those residents in East Highland who commute out of the area via Interstate 10. Additional freeway on/off ramps are located at Baseline and Highland Avenue, making the proposed site easily accessible from almost any point in the city, by automobile, from the freeway as well as major arterial routes and local residential streets. Traffic is well controlled by signals and 4-way stop signs, and freeway congestion at any of the exit points is not a factor.

ADA Accessibility: Parking: Accessible Parking distributed 4 on the north and 4 on the south sides of the building.

Number: Req=7 Provided=8 (4 Van Spaces). Location: Shortest route to accessible (front) entrance.

Curb cuts and ramps: Are provided to pathway.

Placement: Such that persons do not have to walk behind cars other than their own.

Dimensions: Per ADA, Slope: Max 1:5 (2%) in any direction. Surface: Stable, firm and slip resistant.

## Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

	<u>Street Name</u>	<u>Number of Blocks from Site</u>	<u>Traffic Count</u>	<u>Count Date</u>
1. >	Central Ave. at Base Line	10	247	10/31/00
2. >	Base Line at Central	10	997	10/31/00
3. >	9th Street at Central	2	401	10/31/00
4. >	5th Street at Central	2	659	10/31/00

## Library Automobile Parking

1. Number of library parking spaces available off street, on library site..... > 269 spaces

2. Number of library parking spaces available off street, off library site..... > 347 spaces

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(within 500 feet of front door)

3. Number of parking spaces available on street..... > 115 spaces  
(within 500 feet of front door)

4. Total Number of Spaces Available for Library Parking..... > 731 spaces

## Zoning Requirements

5. Number of on-site library parking spaces required by local zoning..... > 85 spaces

6. Was a zoning variance or waiver obtained for the project for parking?..... > Yes ☐ No ☒

7. If so, by how many spaces were the parking requirements reduced?..... > 0 spaces

8. Provide number of square feet per parking space as required by local zoning..... > 300 SF

9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations..... >          SF

## Automobile Parking to Building Square Footage Ratio

10. Calculate: 
$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{108,347 \text{ SF}}{30,016 \text{ SF}} = 3.61 \text{ SF of Parking / 1 SF of Building}$$

Example:	$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{15,000 \text{ SF}}{10,000 \text{ SF}} = 1.50 \text{ SF of Parking / 1 SF of Building}$
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## Library Bicycle Parking

11. Total Number of Spaces Available for on-site Library Bicycle Parking..... > 9 spaces

## Parking Rationale

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Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The entire 30-acre city-owned site is being developed incrementally as a multi-use complex consisting of park and recreation areas, a community center, and a library and environmental learning center. As such, parking has been developed around each building to exceed zoning requirements and includes perimeter parking for those using park and recreation facilities. More than 300 additional off-site, on-street parking spaces are available to serve the complex. 115 of these spaces are within 500 feet of the library entrance. Local zoning only requires 86 spaces for the library site. Public transportation via Omnitrans bus service is provided at two sites: one stop is located on Central Avenue in front of the Community Center; the other is within 1/4 mile at 9th and Central. These stops connect passengers with all other Omnitrans lines serving the larger San Bernardino Valley area. By nature of the multiple uses available at the site, all are connected to each other by a series of meandering sidewalks and bicycle paths, with secure bicycle parking provided at each site in strategic locations. Other than for ADA requirements and bus parking, there is no assigned parking, or shared parking agreement, and considerably more spaces have been provided to ensure adequate parking for maximum attendance at multiple site events.

### **Visibility**

Describe how visible and prominent the public library building will be within the library service area

The library will be the largest building developed on a 30-acre city-owned site. It will be centrally located and serve as anchor and main access point to all areas of the developed site. Because of the flat terrain and open space in the area, the building will be highly visible from several major traffic arteries, including the Route 30 Crosstown Freeway. As part of a public benefit site, sharing the land with a new 20,000 square foot Community Center and a sports and recreation complex, the area is already well-known in the community, and will quickly become a core site of multi-faceted activities, each feeding the other with potential patrons and participants. The building will also be clearly visible and prominent to motorists passing along the main east-west corridor of 3rd and 5th Streets, as well as the freeway. Close proximity to and co-located resources with Cypress Elementary School will further increase the visibility and prominence of the library.

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and 5th Streets, as well as the freeway. Close proximity to and co-located resources with Cypress Elementary School will further increase the visibility and prominence of the library.

### ***Community Context & Planning***

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

Incorporated in November 1987, the City of Highland's first City Council needed a plan for land use policies and the provision of adequate public services while maintaining fiscal solvency. The Council formed a citizen group to collectively work together to develop that plan, which became the City's first General Plan. In relationship to the Plan's goal of providing social services for a rapidly growing community, library services that were, and are, provided by the County of San Bernardino needed to improve. The community center complex site (30 acres) of which the proposed library is a key component, has long been planned for public facilities which include a community center for recreation activity and social gatherings ( four acres), a fully improved public park with active and passive recreational opportunities (approximately 17 acres), and most importantly, educational development for community youth and adults through the development of a state-of-the-art library (four acres). The remaining acreage will be used for the development of affordable housing. In 1998 the City Council established a "Neighborhood Initiative Program" in 1998 for the area to focus city financial and public services to improve the quality of life. Components include residential grants and loans for repairing substandard homes, constructing new streets and drainage facilities, focused code enforcement, the establishment of a City-run, after-school activity program for latch-key children attending the adjacent elementary school, and the development of new affordable housing.

### ***Site Selection Process***

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

With the closure of Norton Air Force Base in 1993, the city's acquisition of the acreage through public benefit transfer at no cost , coupled with the price and lack of market availability of comparable acreage in a comparable location, made the site selection process an easy component of the overall development project. While some felt a library, particularly one with a significant special subject feature such as the environmental learning center, should be a stand-alone facility, the City Council and City Planning staff concluded that in today's environment, a site must be more community-minded since greater use of land and resources produces greater use and enjoyment by the citizens who take advantage of those resources. The Council and staff have spent many years



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greater use and enjoyment by the citizens who take advantage of those resources. The Council and staff have spent many years planning and preparing the library complex in combination with the community center and park. The Council has focused its efforts to revitalize a neighborhood that was full of gang activity and crime when the City incorporated in November 1987. For all of these reasons, in addition to providing a valuable community asset, the site selection for the library was an easy and obvious choice.

### **Site Selection Summary**

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

Physical and economic conditions in the Cities of Highland, Redlands and San Bernardino were negatively affected by the closure of Norton Air Force Base in 1993. Highland neighborhoods north of the base were afflicted with physical dilapidation, abandoned buildings, depreciating property values and code violations. In 1998, the Federal government dedicated \$15 million total to help the three communities, with Highland receiving about \$3.1 million. The project is known as the Neighborhood Initiative (NI) Program, HR2158.

The NI program area consists of single-family homes, multi-family apartment buildings, vacant land, a condominium complex, one elementary school, and a 30 acre parcel planned for public use. 80% of the student population of 850 at Cypress Elementary School reside in the Neighborhood Improvement Program area. This school ranks at the lowest level (level 1) statewide on the API, making it eligible for "Immediate Intervention and Emergency Assistance". This factor weighed heavily in the site selection process, coupled with the responsiveness and cooperation of the school administration, staff and teachers, who supported the project plan and participated in the Needs Assessment.

The City owns 30 acres within the Target Area that contain a community center (open May 2002) and funded by a federal HUD grant, a planned state-of-the-art library /environmental learning center (open July 2004) utilizing State Library Bond Act funds and matching city funds, a community park (open January 2003) funded by State Parks and Recreation grants, and a second affordable single-family housing subdivision. Another investment in the community will be the construction of the City's Corporation Yard immediately south of the 30 acres, funded with City funds. A total of \$19.5 million is planned for investment in the NI Program area.

The NI Program was designed to build upon previous revitalization efforts initiated by the City in 1994 which included acquisition and demolition of more than 20 blighted apartments (fourplexes), establishment of an after-school program for youth at Cypress Elementary School, and major infrastructure improvements. NI Program funds have since been used to continue the demolition of blighted apartments on Ward Street, 5th Street and Cunningham Street. Once all blighted units have been acquired and demolished, the area will be used to construct single-family homes to rebuild the neighborhood. The NI Program has also concentrated on rehabilitating existing homes through a single-family grant and loan program offered to owner-occupants. More than 60 homes have been assisted and an additional 120 are anticipated.

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than 60 homes have been assisted and an additional 120 are anticipated

Vacant HUD properties within the Target Area have been acquired, rehabilitated and returned to the market, eliminating pockets of dilapidated homes with overgrown yards. More than 100 homes were assisted with the acquisition/rehab program over the past three years. An additional 100 are anticipated. Curb, gutter and sidewalk improvements will be constructed throughout the Target Area where needed.

A major contributor to blight in the community is a 95-unit condominium complex, Pinehurst Village. Approximately one-third of the complex is vacant and an additional one-third is owned by absentee landlords. The vacant units are in extremely poor condition and many are illegally occupied. The Homeowners' Association is in poor financial condition and unable to maintain common areas and improvements. NI Program funds have been used to purchase and rehabilitate those vacant units owned by HUD. Additional funds are budgeted for common area improvements. The City is also working with the Association to assist where possible in collecting back dues and improving management.

The new library will be a catalyst along with the community center, and new park, in revitalizing an area of town that has suffered years of neglect. Further, the library and community complex will be served by a web of public transit and public trails, connecting parks and other public facilities consisting of a senior center, City Hall, public safety facilities, as well as the local elementary schools, middle schools, and high schools.

## Site Description

### Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

#### All Projects (Except Multipurpose Buildings)

#### Square Footage

1. Proposed Library Building Footprint <sup>1</sup>	>	30,016 SF
2. Proposed Library Surface Parking Lot	>	70,741 SF
3. Proposed Library Parking Structure Footprint <sup>1</sup>	>	0 SF
4. Future Library Building Expansion Footprint <sup>1</sup>	>	0 SF
5. Future Library Parking Expansion	>	29,723 SF
6. Required Local Zoning Set-Backs	>	0 SF
7. Desired Aesthetic Set-Backs & Amenities	>	40,499 SF
8. Miscellaneous & Unusable Space	>	SF
<b>9. Total Square Footage of Library Project Site</b>	<b>&gt;</b>	<b>170,979 SF</b>
10. Proposed Under-Building Parking	>	0 SF

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<sup>1</sup> "Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint or 5,000 square feet.

## **Multipurpose Building Projects Only**

		<b>A</b> <b>Library<sup>2</sup></b> <b>Dedicated</b> <b><u>SQ FT</u></b>	<b>B</b> <b>Library Portion</b> <b>of Common</b> <b><u>SQ FT</u></b>	<b>C</b> <b>Other<sup>3</sup></b> <b>Common</b> <b><u>SQ FT</u></b>	<b>D</b> <b>Other<sup>3</sup></b> <b>Dedicated</b> <b><u>SQ FT</u></b>
1. Proposed Building	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Proposed Surface Parking Lot	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Proposed Parking Structure	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Future Building Expansion	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Future Parking Expansion	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Required Local Zoning Set-Backs	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Desired Aesthetic Set-Backs & Amenities	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Miscellaneous & Unusable Space	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Total Square Footage of Multipurpose Project Site	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Proposed Under-Building Parking	>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<sup>2</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>3</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.

## **Zoning**

### **Classification**

1. What is the current zoning classification of the site? > PD (Public/Quasi-public)

2. Will the site have to be rezoned to build the project?

Yes ☐ No ☒

### **Variance or Waiver**

3. Will a zoning variance or waiver be needed to build the project?

Yes ☐ No ☒

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4. If so, list the date the variance or waiver has been or will be granted:

>

(Date)

## Permits & Fees

### Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

	<u>Permit or Fee</u>	<u>Cost of Permit or Fee</u>	<u>Date Obtained or will be Obtained</u>
5. >	State Architect Plans Review for Field Act Compliance	\$ 40,000	02/01/02
6. >		\$	
7. >		\$	
8. >		\$	

## Drainage

9. Is the site in the 100-Year Flood Plain?

Yes ☐ No ☒

10. Do any watercourses that require control drain onto the site?

Yes ☐ No ☒

11. Do any watercourses that require control drain off the site?

Yes ☐ No ☒

12. Is the storm sewer system currently adequate to prevent localized flooding of the site?

Yes ☒ No ☐

Describe any necessary mitigation measures regarding drainage.

N/A

## California Environmental Quality Act (CEQA)

### CEQA Litigation

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

None

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## ***Energy Conservation***

Describe what measures (include building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The construction of the new library and environmental learning center will be guided and informed by the U.S. Green Building Council's L.E.E.D. Certification Program, and will exceed Title 24 requirements at a level that will achieve L.E.E.D. certification and commissioned building. Plans call for a certification of Silver or better (15% above Title 24).

Extensive use of natural light, recycled materials, high-efficiency heating and cooling systems, a landscaped roof for added insulation, and environmental control systems will be employed to minimize energy consumption and operating costs. North-facing light scoops are employed in the design to provide natural illumination in the main stack areas, and extensive use of solar reflective tube lighting is planned to provide diffuse but high levels of natural illumination for offices, hallways, restrooms, etc. Light sensors and compensators will be employed to turn lights on and off, and maintain maximum efficiency by balancing natural and artificial light levels automatically during operating hours.

West facing windows, where necessary, are protected from direct sun and heat by fenestration that uses low emissivity and high reflectiveness for energy conservation. Fenestration includes use of small openings, set high on walls, and solar-oriented. On the site, pervious surfaces are designed to minimize runoff, and shade trees are used extensively in parking areas to eliminate heat island effects, and around building perimeter to minimize solar gain to building mass in summer. Water conservation measures include faucets with automatic turnoff, waterless urinals, drip irrigation, zeriscape landscaping, and minimized turf area.

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## Historic Buildings

### Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago?

Yes ☐ No ☒

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places?

Yes ☐ No ☒

3. A National Historic Landmark?

Yes ☐ No ☒

4. A National Monument?

Yes ☐ No ☒

5. On County or Municipal Historic Designation list?

Yes ☐ No ☒

6. On the California Register of Historical Resources list?

Yes ☐ No ☒

7. A California Historical Landmark?

Yes ☐ No ☒

8. A State Point of Historical Interest?

Yes ☐ No ☒

### Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency?

Yes ☒ No ☐

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed?

Yes ☒ No ☐

If not, please explain.

N/A

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## State Historic Preservation Office (SHPO)

1. Has the State Historic Preservation Office been contacted regarding the project?

Yes ☒ No ☐

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

The city's efforts to identify historic properties involved reviewing previous SHPO correspondence, conducting a records search, and pedestrian survey of the proposed project APE. The State Historic Preservation Officer, Dr. Knox Mellon, concurred that the city conducted a reasonable and good faith effort to identify historic properties, and did not object to an official finding that this undertaking will not affect historic properties, in his letter of December 26, 2001.

## Local Historic Preservation Ordinance

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties?

Yes ☐ No ☒

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

N/A

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N/A

## ***Geotechnical Report***

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

The subject property is located in the southeast quadrant of the intersection of Central Avenue and Hibiscus Street in the City of Highland, San Bernardino County, California. The findings of the survey concluded that the proposed development is feasible from a geotechnical/geologic standpoint and should not prevent the use or significantly increase the cost of developing the site for a public library building as long as recommendations are complied with and incorporated:

The field observations indicated that from 0.5 to 2.5 feet of material present in some areas of the subject site was an undocumented fill material. In addition, the upper 1.0 to 2.0 feet of the alluvial soils on the subject site were dry, loose, and compressible. Therefore, some remedial grading consisting of removals and replacement will have to be performed within loose, compressible, artificial fill and loose near-surface alluvium in the area of the proposed structural fills, structures, exterior hardscapes, and/or pavement.

The San Andreas fault becomes the controlling seismic source for this site being in Seismic Zone 4. Final selection of a "design" acceleration should be made by the project Structural Consultant and should be reflective of the building type, expected seismic response, adopted codes, and level of conservatism exercised during the design process.

The Project Impact Hazard Information and Awareness Program specific to the site indicates that the site is not located within a 101 year flood zone. Therefore, flooding is not considered to be a constraint at this location.

Based on a review of the field and laboratory data and the engineering analysis, the proposed development is feasible and does not contain any significant impacts to delay or increase the cost of the project site.



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Describe any significant impact to safety or structure the cost of the project.

## Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

	<u>Structure(s) to be Demolished</u>	<u>Demolition Cost Estimate</u>
1. >	N/A	\$
2. >		\$
3. >		\$
4. >		\$
5. >		\$
6. >		\$
	<b>Total Demolition:</b>	> \$

## Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

<u>Utility</u>	<u>Availability</u>	<u>Cost to bring Service to Site (Ineligible)</u>
1. Electricity	Yes <input checked="" type="radio"/> No <input type="radio"/>	> \$ 0
2. Fiber Optic Cable	Yes <input type="radio"/> No <input checked="" type="radio"/>	> \$ 100,000
3. Telephone	Yes <input checked="" type="radio"/> No <input type="radio"/>	> \$ 0
4. Gas	Yes <input checked="" type="radio"/> No <input type="radio"/>	> \$ 0
5. Cable TV	Yes <input checked="" type="radio"/> No <input type="radio"/>	> \$ 0
6. Storm Sewer	Yes <input checked="" type="radio"/> No <input type="radio"/>	> \$ 0
7. Sanitary Sewer	Yes <input checked="" type="radio"/> No <input type="radio"/>	> \$ 0

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8. Water	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">             Yes <input checked="" type="radio"/> No <input type="radio"/> </div>	> \$	0
----------	---	------	---

## Site Development

*(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)*

<u>Site Development Costs</u>		<u>Eligible</u>	<u>Ineligible</u>
1. Utilities.....	>	\$ 209,377	\$ 0
2. Cut, Fill & Rough Grading.....	>	\$ 75,410	\$ 0
3. Special Foundation Support (pilings, etc.).....	>	\$ 0	\$ 0
4. Paving, curbs, gutters & sidewalks.....	>	\$ 296,335	\$ 0
5. Retaining Walls.....	>	\$ 0	\$ 0
6. Landscaping.....	>	\$ 39,522	\$ 0
7. Signage.....	>	\$ 25,000	\$ 0
8. Lighting.....	>	\$ 146,000	\$ 0
9. Removal of underground tanks.....	>	\$ 0	\$ 0
10. Removal of toxic materials.....	>	\$ 0	\$ 0
11. Rock removal.....	>	\$ 10,000	\$ 0
12. Traffic signals.....	>	\$ 0	\$ 0
13. Other (Specify): <u>Contractor overhead and profit</u>	>	\$ 64,743	\$ 0
14. Other (Specify): _____	>	\$ 0	\$ 0
<b>15. TOTAL SITE DEVELOPMENT COSTS:.....</b>	<b>&gt;</b>	<b>\$ 866,387</b>	<b>\$</b>

## FINANCIAL INFORMATION

### Normal Public Construction Costs in the Applicant's Area

*For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)*

#### Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

#### 1) January 2002 current costs per square foot:

- |   |           |
|---|-----------|
| A. For new facilities:  | \$202 /SF |
| B. For square footage added to an existing building, i.e. "expansions": | \$238 /SF |

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Multiply the appropriate County Locality adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2)A. County: > <u>San Bernardino</u>	County Locality B. Adjustment Factor: > <u>1</u> X	Appropriate C. New Cost/SF: > <u>\$ 202</u> /SF = D. > <u>\$ 202</u> /SF	
Name of Project County		(Select: 1A or 1B)	
[Example: <u>Solano</u>	<u>1.07</u> X	<u>\$ 202</u> /SF =	<u>\$ 216</u> /SF]

3) A. Locally Adjusted Construction Cost Per Square Foot: > \$ 202 /SF  
(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1.5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D)

4) A. Number of Months: > <u>20</u> X .002 =	Inflation B. Factor: > <u>.040</u> X	Locally Adjusted C. Construction \$/SF: > <u>\$ 202</u> /SF =	Additional \$/SF D. > <u>\$ 8</u> /SF
(1/5%)		(Re-enter 3A)	
[Example <u>14</u> X .002 =	<u>.028</u> X	<u>\$ 216</u> /SF =	<u>\$ 6</u> /SF]

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) A. Additional Cost/SF: > <u>\$ 8</u> /SF +	Locally Adjusted B. Construction \$/SF: > <u>\$ 202</u> /SF =	Eligible Projected C. Construction \$/SF: > <u>\$ 210</u> /SF
(Re-enter 4D)	(Re-enter 4C)	
[Example <u>\$ 6</u> /SF +	<u>\$ 216</u> /SF =	<u>\$ 222</u> /SF]

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction \$/SF:	> <u>\$ 210</u> /SF
Multiplied By	(Re-enter 5C)
7) The Square Footage of New Construction:	> <u>30,016</u> SF
Equals	
8) The Eligible Projected Construction Cost:	> <u>\$ 6,300,000</u>

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: (10% of Line 8) > \$ 630,000

**Comparable Public Construction Approach:**

13) The Eligible Projected Construction \$/SF:	>	\$	/SF
Multiplied By		(Re-enter 12C)	
14) The Square Footage of New Construction:	>		SF
Equals			
15) The Eligible Projected Construction Cost:	>	\$	

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If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

**16) Eligible Contingency: (10% of Line 15)** > \$ \_\_\_\_\_

## **Library Project Budget** (All projects except Multipurpose Projects)

If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.

### **Line Items:**

		<u><b>Eligible</b></u>	<u><b>Ineligible</b></u>
1)	New Construction..... >	\$ 5,114,117	\$ 0
2)	Remodeling Construction..... >	\$ 0	\$ 0
3)	Contingency..... >	\$ 511,412	\$ 0
4)	Appraised Value of Building..... >	\$ 0	\$ 0
5)	Appraised Value of Land..... >	\$ 156,400	\$ 0
6)	Site Development..... >	\$ 867,334	\$ 0
7)	Site Demolition..... >	\$ 0	\$ 0
8)	Site Permits & Fees..... >	\$ 40,000	\$ 0
9)	Site Option to Purchase Agreement..... >	\$ 0	\$ 0
10)	Furnishings & Equipment Costs..... >	\$ 600,000	\$ 0
11)	Signage..... >	\$ 15,000	\$ 0
12)	Architectural & Engineering Costs..... >	\$ 521,499	\$ 0
13)	Construction Cost Estimator Fees..... >	\$ 25,000	\$ 0
14)	Interior Designer Fees..... >	\$ 0	\$ 0
15)	Geotechnical/Geohazard Reports..... >	\$ 4,000	\$ 0
16)	Hazardous Materials Consultant Fees..... >	\$ 0	\$ 0
17)	Energy Audit, Structural Engineering, Feasibility & ADA Studies..... >	\$ 0	\$ 0
18)	Library Consultant Fee..... >	\$ 0	\$ 0
19)	Construction Project Management..... >	\$ 91,500	\$ 0
20)	Other Professional Fees..... >	\$ 0	\$ 0
21)	Local Project Administration Costs..... >	\$ 0	\$ 0
22)	Works of Art..... >	\$ 0	\$ 25,000

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23)	Relocation Costs & Moving Costs.....	>	\$	0	\$	15,000
24)	Acquisition of Library Materials.....	>	\$	0	\$	250,000
25)	Other (Specify): .....	>	\$	0	\$	0
26)	Other (Specify): .....	>	\$	0	\$	0
27)	Other (Specify): .....	>	\$	0	\$	0
28)	<b>TOTAL PROJECT COSTS:</b> .....	>	\$	<b>7,946,262</b>	\$	<b>290,000</b>

## Sources of Project Revenue *(All projects except Multipurpose Projects)*

29)	State Matching Funds (65% of Line 28 <sup>1</sup> Eligible Costs).....	>	\$	5,165,070
30)	Local Matching Funds (Line 28 Eligible Costs minus Line 29).....	>	\$	2,781,192

*[Must also equal the total of Lines 31 - 35]*

### Sources of Local Matching Funds:

31)	City.....	>	\$	2,431,192
32)	County.....	>	\$	350,000
33)	Special District.....	>	\$	
34)	Private.....	>	\$	
35)	Other (Specify): .....	>	\$	
36)	Local Credits [Land <sup>2</sup> and A&E Fees].....	>	\$	193,400
37)	Adjusted Local Match [Line 30 minus Line 36].....	>	\$	2,587,792
38)	Supplemental Local Funds [Same as Line 28 ineligible].....	>	\$	290,000
39)	<b>TOTAL PROJECT INCOME:</b> [Add Lines 29, 30, and 38].....	>	\$	<b>8,236,262</b>

<sup>1</sup> Up to a maximum of \$20,000,000

<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

## Projected Library Operating Budget

*(New Public Libraries, including Conversion Projects except Multipurpose Projects)*

		INITIAL START-UP EXPENSES		ANNUAL EXPENSES
EXPENDITURES				
1. Salaries/Benefits	>	\$	50,000	\$ 520,522
2. Facilities Costs	>	\$	10,000	\$ 125,000
Insurance				

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Maintenance [Including Custodial, Trash, Landscaping, etc.]				
Security				
Utilities				
Other (Specify): _____				
<b>3. Equipment</b>	>	\$ 20,000	\$ 25,000	
Equipment				
Supplies				
<b>4. Materials</b>	>	\$ 250,000	\$ 125,000	
Books, AV, Magazines, & Newspapers				
Electronic Services & Subscriptions				
Other Formats				
<b>5. Other Allocations</b> (As applicable to the proposed project)	>	\$ 50,000	\$ 250,000	
Administrative/Business Office				
Branch Operations				
Circulation Services				
Facilities & Capital Coordination				
Program Planning				
Technical Services				
Other (Specify): _____				
<b>6. Miscellaneous (Other)</b>	>	\$ 40,000	\$ 15,000	
<b>7. TOTAL EXPENDITURES:</b>	>	<b>\$ 420,000</b>	<b>\$ 1,060,522</b>	

<b>Multipurpose Project Budget (With Library Project Budget)</b> <small>(Multipurpose Projects Only)</small>					
<i>If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.</i>					
	A Library <sup>1</sup> Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other <sup>2</sup> Total Ineligible
<b>Line Items:</b>					
1. New Construction	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
2. Remodeling Construction	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3. Contingency	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
4. Appraised Value of Building	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Appraised Value of Land	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6. Site Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
7. Site Demolition	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8. Site Permits & Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
9. Site Option Agreement	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
10. Furnishings & Equipment Costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

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11. Signage	\$	0	\$	0	\$	0	\$	0	\$	0
12. Architectural & Engineering Fees	\$	0	\$	0	\$	0	\$	0	\$	0
13. Construction Cost Estimator Fees	\$	0	\$	0	\$	0	\$	0	\$	0
14. Interior Designer Fees	\$	0	\$	0	\$	0	\$	0	\$	0
15. Geotechnical/Geohazard Reports	\$	0	\$	0	\$	0	\$	0	\$	0
16. Hazardous Materials Consultant Fees	\$	0	\$	0	\$	0	\$	0	\$	0
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	\$	0	\$	0	\$	0	\$	0	\$	0
18. Library Consultant Fees	\$	0	\$	0	\$	0	\$	0	\$	0
19. Construction/Project Management	\$	0	\$	0	\$	0	\$	0	\$	0
20. Other Professional Fees	\$	0	\$	0	\$	0	\$	0	\$	0
21. Local Project Administration Costs	\$	0	\$	0	\$	0	\$	0	\$	0
22. Works of Art	\$	0	\$	0	\$	0	\$	0	\$	0
23. Relocation Costs & Moving Costs	\$	0	\$	0	\$	0	\$	0	\$	0
24. Acquisition of Library Materials	\$	0	\$	0	\$	0	\$	0	\$	0
25. Other (Specify): _____	\$	0	\$	0	\$	0	\$	0	\$	0
<b>26. Total Project Costs:</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>	<b>\$</b>	<b>0</b>

<sup>1</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>2</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.

## Sources of Multipurpose Project Revenue (Multipurpose Projects Only)

27. State Matching Funds (65% of Line 26 total eligible costs <sup>1</sup> ).....	>	\$
28. Local Matching Funds.....	>	\$

[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 -33.]

## Sources of Local Matching Funds:

29) City.....	>	\$
30) County.....	>	\$
31) Special District.....	>	\$
32) Private.....	>	\$
33) Other (Specify): _____	>	\$
34. Local Credits [Land <sup>2</sup> and A&E Fees].....	>	\$
35. Adjusted Local Match (Line 28 minus Line 34).....	>	\$



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36.	Supplemental Local Funds (Same as Line 26 Library (D) and Other (E) Total Ineligible).....	>	\$
37.	<b>TOTAL PROJECT INCOME:</b> (Add Lines 27, 28 and 36).....	>	\$

<sup>1</sup> Up to a maximum of \$20,000,000

<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998" [See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]

## **Projected Library Operating Budget** *(Multipurpose New Construction and Conversion Projects Only)*

<b>EXPENDITURES</b>		<b>INITIAL START-UP EXPENSES</b>	<b>ANNUAL EXPENSES</b>
<b>1. Salaries/Benefits</b>	>	\$	\$
<b>2. Facilities Costs</b>	>	\$	\$
Insurance			
Maintenance [Including Custodial, Trash, Landscaping, etc.]			
Security			
Utilities			
Other (Specify): _____			
<b>3. Equipment</b>	>	\$	\$
Equipment			
Supplies			
<b>4. Materials</b>	>	\$	\$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
<b>5. Other Allocations</b> (As applicable to the proposed project)	>	\$	\$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): _____			
<b>6. Miscellaneous (Other)</b>	>	\$	\$
<b>7. TOTAL EXPENDITURES:</b>	>	\$	\$

## **Financial Capacity** *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

Incorporated in 1984, Highland has consistently operated with a conservative budgetary philosophy established by The City Council: Operate on a "pay-as-you-go" basis; do not borrow money, putting a burden on future citizens. As a result, the City currently has no general fund debt, operating with just 29 full-time employees, uncommon for a city of 45,000 residents. Highland has built fund balances that can be used to construct projects and match numerous grant opportunities, and been successful in

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has built fund balances that can be used to construct projects and match numerous grant opportunities, and been successful in securing grants to help construct various projects. Since 1991 the City has obtained \$14 million in federal grants and \$1 million in state grants for public works capital projects, police services and building construction. The City has also received over \$4 million in noncompetitive entitlement grants. Completed projects include the purchase and remodel of a 20,000 sq. ft. City Hall and a 14,000 sq. ft. Police Station, as well as construction of a new 20,000 sq. ft. Community Center.

The County Library is a Special District with a dedicated property tax base. The County, with a budget of 2.5 billion dollars in 2001/02, has augmented the Library's budget through infrastructure support and supplemental operating funds. Property tax growth has increased the Library's operational budget by 11.55 % during the past four years. The proposed 2002/03 budget is estimated to be \$12,725,000. The Highland Branch's current 2001 budget is \$572,266. Operational costs for the new facility will be approximately \$1,060,522. County Library property tax revenues are projected to increase at a minimum of 5% per year, and the Board of Supervisors has committed to operating the new branch.

### PROJECT TIMETABLE

Provide the timetable for the proposed project.

<u>ACTIVITY</u>		<u>DATE</u>
1. Planning and Land Use Permits Obtained (If Applicable)	>	06/01/02
2. Site Acquired (Obtain Possession by Purchase, Donation or Lease)	>	
3. Schematic Plans Completion	>	05/01/02
4. Design Development Plans Completion	>	07/15/02
5. Working Drawings (90%) Completion	>	10/01/02
6. Construction Documents Completion	>	10/15/02
7. Project Advertised for Bids	>	02/15/02
8. Start of Construction	>	03/01/03
9. Estimated Mid-Point of Construction	>	10/01/03
10. Completion of Construction	>	03/30/04
11. Opening of Library Building to the Public	>	07/01/04
12. Final Fiscal & Program Compliance Review Completed	>	12/30/04

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## APPLICATION CERTIFICATION

### SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

#### AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

<p>&gt; _____ Signature</p>	<p>&gt; _____ Date</p>
<p>&gt; Larry Brown Name (type)</p>	<p>&gt; Mayor Title (type)</p>

#### LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

<p>&gt; _____ Signature</p>	<p>&gt; _____ Date</p>
<p>&gt; Ed Kieczkowski Name (type)</p>	<p>&gt; County Librarian Title (type)</p>

- ***SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440***
- ***MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:***

**Instructions for Completing the Excel Version of the Application Form for  
California Reading and Literacy Improvement and Public Library Construction and  
Renovation Bond Act of 2000 Funds**

*Bond Act Fiscal Officer  
Office of Library Construction  
1029 J Street, Suite 400  
Sacramento, CA 95814-2825*